



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

ATSN-CBC

14 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #9, Operations Reporting (OPREP)/Serious Incident Reporting (SIR)/Commander Critical Information Requirements (CCIR) for 58th Transportation Battalion

1. References:

- a. Army Regulation 190-40, Military Police Serious Incident Report, dtd 30 Nov 93
- b. TRADOC Regulation 1-8, TRADOC Operations Reporting (OPREP), dtd Nov 01
- c. FLW Regulation 525-3, Installation COMMAND REPORTING dtd 24 Nov 03
- d. FLW EOC Handbook and Command Reporting Requirements, CH 6, dtd Jun 00
- e. FLW Command Reporting Requirements Memorandum, 26 Jun 00
- f. 3rd Chemical Brigade Policy Letter 26 dtd 02 Sep 03

2. OPREPs, SIRs and CCIRs are to be used for any event or incident involving soldiers, DA Civilians, or family members within the Battalion. Generally, any incident that requires an agency outside of this Battalion to respond/react requires an OPREP and/or a SIR. CCIR will be used for any information that may not be OPREP/SIR criteria but is of importance to the Battalion Commander.

3. Company Commanders are responsible for telephonically reporting events or incidents listed in paragraph 4 to the Battalion Commander as soon as these become evident (NLT 45 minutes). If the Battalion Commander is unavailable, Company Commanders will report to the Battalion XO or CSM.

4. Report Categories and Criteria.

a. OPREPs

(1) Accidents or incidents that result in:

- (a) Any death of a service member, family member, or DOD/DA civilian occurring on an installation, and any death of a service member or family member occurring off the installation.
 - (b) Any serious injury of a service member, family member, or a civilian occurring on an installation, and any serious injury of a service member or family member occurring off the installation.
 - (c) Any training accident that results in any injury of a service member or civilian. Training accidents causing death require additional reporting.
- (2) Property damage or loss of property or equipment exceeding \$10,000.00.
- (3) Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$10,000; wrongful manufacture, distribution, transportation, or sale of illegal drugs; murder or attempted murder committed

by or against a service member, DOD/DA civilian, or family member of a service member). **Report all crimes being investigated by the Criminal Investigative Division.**

(4) Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding \$10,000.

(5) Theft, loss, suspected theft, or recovery of weapons, explosives and munitions in the following quantities, as well as discovery of a loss of accountability:

(a) Any type and amount of semi-automatic or manually operated firearm.

(b) Any Ball, Tracer, or Tracer Linked ammunition 50 CAL or smaller in the amount of 100 rounds or greater for 50 CAL, and 200 rounds or greater for small arms ammunition (that is, 5.56, 7.62 or 9mm).

(c) Any type of blank ammunition when amount is equal to or greater than the issue amount in a Wire Bound Wooden Box.

(6) Theft, loss, suspected theft, or recovery of sensitive items such as night vision devices, classified material (excluding For Official Use Only) and controlled cryptographic items, as well as discovery of a loss of accountability.

(7) Allegations of trainee abuse as defined in TRADOC Reg 350-6. However, if the credibility of the allegation can be quickly assessed (within a few hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

(8) Allegations of drill sergeant misconduct not related to trainee abuse.

(9) Major outages of communication services in excess of 2 hours or outages that cannot be resolved by alternate routing or that require support from an outside command.

(10) Incidents of hacking of government web sites and computer virus attacks that impact installation computer operations.

(11) Bomb threats involving TRADOC installations, TRADOC schools, or TRADOC activities on other installations.

(12) Environmental accidents or incidents on an installation that result in:

(a) Any release of a hazardous substance, to include fuel, resulting in evacuation of facilities, injuries or deaths, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways and releases of substances such as chlorine gas and other hazardous substances in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.

(b) Serious or catastrophic failure of the operating system at a facility permitted by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.), particularly if provisions in the permit and/or governing regulations require a timely report to be issued to the regulatory agency with oversight authority, and it is reasonable to expect an enforcement action will follow.

(13) Suicide or attempted suicide by a service member, family member or DOD/DA civilian occurring on an installation, and suicide or attempted suicide by a service member occurring off an installation. Also an actual suicide by a dependent family member occurring off an installation.

(14) Threats against the President, Vice President, other high government officials, or foreign dignitaries.

(15) Riots, disturbances, or demonstrations on a TRADOC installation or off the installation when Army personnel are involved.

(16) Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property.

(17) Actual or alleged child abuse that takes place within an Army organizational setting or facility (such as the youth activities center, child development center, medical treatment facility, etc.) or Army

sponsored or sanctioned activities (such as youth sports, field trips, or quarters-based family day care, etc.). This does not include incidents of child abuse within the family unit.

(18) Confirmed Weather related injuries (such as heat stroke, frostbite).

(19) Significant violations of Army standards.

(20) Any incident, event, or accident that may generate adverse publicity.

b. SIR:

(1) Category 1 LEC Reportable SIRs

(a) Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.

(b) Bomb or explosive incidents resulting in death, injury of military personnel or damage to military property.

(c) Incidents involving material damage that seriously degrade unit operational or training readiness.

(d) On or off post riots, serious disturbances or demonstrations targeted against the Army or involving Army personnel.

(e) Threats against Government weapons and ammunition.

(f) Any other incident the commander determines to be of immediate concern to the Battalion Commander based on the nature, gravity, and potential for adverse publicity or potential consequences of the incident.

(2) Category 2 LEC Reportable SIRs

(a) Theft, suspected theft, wrongful appropriation or willful destruction of Government property or appropriated funds valued at more than \$50,000.

(b) Racially or ethnically motivated criminal acts.

(c) Loss, theft, wrongful disposition, willful destruction or mismanagement of the following:

Night vision devices

Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code (CIIC) 1-6, 8, Q, R or Y (see AR 710-2).

(d) Wrongful possession, manufacture or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:

Cocaine, 40 grams or more

Marijuana, 600 grams or more

Hashish, 350 grams or more

Heroin, 30 grams or more

Amphetamines or barbiturates, 30 grams or more

LSD, 750 dose units or more

PCP, 30 grams or more

For narcotics and dangerous drugs not listed, use quantities for like substances listed above

(e) Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft or acceptance of gratuities by Soldiers or DA or non-appropriated fund (NAF) employees.

(f) Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities.

Five or more semi-automatic or manually operated firearms

5,000 or more rounds of .50 caliber or smaller ammunition

- (g) Actual or attempted break-ins of arms rooms or storage areas for AA&E.
- (h) Armed robbery or attempted armed robbery of AA&E.
- (i) Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value.
- (j) Aggravated arson
- (k) Deaths, to include homicides, suicides and deaths resulting from traffic accidents, training accidents, fires or other incidents. Deaths from natural causes occurring in medical facilities need not be reported.
- (l) Kidnapping
- (m) Major fires or natural disasters involving death, serious injury, property damage in excess of \$100,000 or damage that seriously degrades unit operational or training capabilities.
- (n) Group Breaches of discipline involving 10 or more persons who collectively act to defy authority.
- (o) Training and troop movement accidents resulting in serious injury or death.
- (p) Maltreatment of soldiers or DA civilians to include assaults, abuse or exploitation where the offender has a trainer, supervisor or cadre-trainee relationship with the victim.
- (q) Child abuse not from the primary caregivers.
- (r) Serious child injury or death, not resulting from child abuse or sports related.
- (s) Incidents involving firearms that cause injury or death.

c. CCIRs:

- (a) Any training accident that results in damage to or by a 58th Transportation Battalion vehicle or facility.
- (b) Any training accident that results in an injury to a 58th Transportation Battalion soldier (permanent party or IET) or family member that requires medical attention.
- (c) Hospitalization/Surgery of a 58th Transportation Battalion soldier (permanent party or IET) or family member other than life threatening.
- (d) Any significant incident dealing with family members.

5. Electronic Reports

a. OPREP: Company Commanders or their representative will submit an electronic report using the OPREP form:

(1) Duty Day (Monday thru Friday, 0700-1700 hours): NLT 1.5 hours after the incident. Timeliness takes precedence over completeness. Include the “five Ws” and the “how” in the synopsis of the report. Any new information that arises from the incident will be sent forward in a “Follow-Up” OPREP as soon as the information becomes known.

(2) After the Duty Day: NLT 3.5 hours after the incident. Incidents occurring during non-duty time must also be reported to the Battalion Staff Duty NCO.

b. SIR: There is no requirement for an electronic report submitted by the reporting unit. The Law Enforcement Command (LEC) is the SIR proponent and will prepare and transmit SIRs to the Ft. Leonard Wood IOC IAW AR 190-40.

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c. CCIR: Company Commanders or their representative will submit CCIR information to the Battalion Commander using the OPREP Form and mark it as “CCIR Only” within a timely manner but NLT COB of the following duty day.

6. Submission of the OPREP/SIR does not relieve the unit of the responsibility of any other reports that may be involved in the incident such as the DA 285ab_r for military accidents or a 350-6 report for Drill Sergeant Allegations.

7. This memorandum supersedes Policy Letter #9, dated 23 January 2004 and Appendix 1 to ANNEX F of the 58th Transportation Battalion SOP.

Robert T. Hixon
LTC, TC
Commanding

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